

Belvedere:
Jerry Butler

April 28, 2005

Corte Madera:
Melissa Gill

TO: Transportation Authority of Marin Commissioners

Fairfax:
Lew Tremaine

RE: Addendum to Professional Services Agreement with CD+A for Services Related to the Transportation Planning and Land Use Solutions (TPLUS) Work Program – Agenda Item 17

Larkspur:
Joan Lundstrom

Dear Commissioners:

Mill Valley:
Dick Swanson

In February 2004, after conducting a consultant selection process, TAM retained Community Design and Architecture (CD+A) to implement elements of the Marin Transportation Planning Land Use Solutions (TPLUS) program, including developing a local Transportation for Livable Communities/Housing Incentive Program (TLC/HIP) and a Transit-Oriented Development (TOD) “Best Practices” Toolkit. The current work program contract is valid through April 30, 2005.

Novato:
Pat Eklund

Ross:
Tom Byrnes

Building off our successes during the first year of the TPLUS program, TAM approved in January 2005 an expanded, two-year TPLUS work program to further develop, integrate, and implement local transportation and land use policies, programs, and projects. The TPLUS program is funded by the Metropolitan Transportation Commission at \$150,000 per year.

San Anselmo:
Peter Breen

San Rafael:
Al Boro

At the January 2005 TAM meeting, staff was directed to initiate negotiations with CD+A for an amended work scope and budget for those elements of the approved TPLUS work program requiring outside consulting services. Staff worked with the consultant to develop an amended work scope and contract (see attached Second Addendum). In summary, the amended work scope focuses on coordinating and administering a local TLC/HIP grant program, completing the Transit Oriented Design (TOD) toolkit with extended outreach to the cities and towns as directed by TAM, and coordination of regional TOD planning efforts. The extended contract performance time and amended scope of services would increase the total contract amount from \$136,000 to \$241,000.

Sausalito:
Amy Belser

Tiburon:
Alice Fredericks

County of Marin:
Susan Adams
Hal Brown
Steve Kinsey
Charles McGlashan
Cynthia Murray

Recommendation

Staff recommends that TAM authorize the Chair to execute the Second Addendum to the Professional Services Agreement with Community Design and Architecture, which would amend the scope of consultant services for the TPLUS program and extend the length of the existing contract to June 30, 2006.

Respectfully Submitted,

Craig Tackabery
Executive Director

Attachment: Proposed Second Addendum to CD+A Contract

SECOND ADDENDUM TO AGREEMENT BY AND BETWEEN
THE TRANSPORTATION AUTHORITY OF MARIN
(FORMERLY THE MARIN COUNTY CONGESTION MANAGEMENT AGENCY)
AND COMMUNITY DESIGN AND ARCHITECTURE, DATED FEBRUARY 26, 2004
AND MODIFIED SEPTEMBER 23, 2004

THIS SECOND ADDENDUM is made and entered into this 28th day of April 2005, by and between the Transportation Authority of Marin, hereinafter referred to as "TAM," and Community Design and Architecture, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, TAM and the Contractor entered into an agreement for transportation planning services related to implementation of the Marin Transportation Planning and Land Use Solutions (T-PLUS) work program, including the preparation of a Smart Growth "Best Practices" Toolkit and a Marin County Transportation for Livable Communities/Housing Incentive Program (TLC/HIP) dated February 26, 2004 and modified September 23, 2004 ("Agreement"); and

WHEREAS, the Agreement obligated Contractor to provide services set forth in "Exhibit A" attached to the Agreement; and

WHEREAS, Sections 6 and 14 to the Agreement obligated Contractor to complete the services by April 30, 2005; and

WHEREAS, the parties desire to amend the Agreement to provide a change in the "Exhibit A" services to be provided and to extend the time to complete these services to April 30, 2006, which will also increase the maximum contract cost to TAM detailed in "Exhibit B" also attached to the agreement.

NOW, THEREFORE, the parties agree to modify "Exhibit A," "Exhibit B," and Sections 4, 6, and 14 of the Agreement as set forth below.

AGREEMENT:

1. Sections 4, 6, and 14 of the Agreement are hereby modified to read, as follows:

4. **MAXIMUM COST TO TAM**

- The total contract amount will be increased from \$136,000 to a maximum of \$241,000. This change is a result of extending the contract performance time and scope of services as outlined in the attached "Exhibit A-1" to this addendum.

6. **CONTRACT PERFORMANCE TIME**

- All the work required by this contract shall be completed and ready for acceptance no later than June 30, 2006.

14. TIME OF AGREEMENT

This Agreement shall commence on February 26, 2004 and shall terminate on June 30, 2006.

2. "Exhibit A" of the Agreement is hereby amended as set forth in the attached "Exhibit A-1" to this addendum.
3. "Exhibit B" of the Agreement is hereby amended as set forth in the attached "Exhibit B-1" to this addendum.
4. Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Second Addendum on the day first written above.

"TAM"

"CONTRACTOR"

TRANSPORTATION AUTHORITY MARIN

By: _____
Steve Kinsey, Chair

By: _____
Name: Philip Erickson, Architect
President
Federal Tax I.D. #: 94-337-4089
Telephone #: 510-839-4568

APPROVED AS TO FORM:
COUNSEL

By: _____

EXHIBIT "A-1"

SERVICES TO BE PROVIDED

BY CONTRACTOR

The CD+A Team's work program for the Marin T-PLUS Program focuses on developing: (1) a local Transportation for Livable Communities/Housing Incentive Program, and (2) implementing a Smart Growth policy program, including development of a locally relevant TOD/PeD "Best Practices" Toolkit, as follows:

Task 0: Review and Refine Proposed Work Program and On-going Project Management

The CD+A Team, led by Mr. Erickson and Mr. Kronemeyer, will work with TAM Staff to refine the draft scope of work, schedule, and budget for the 2nd T-PLUS funding cycle. This will include refinements to the assumptions of how the work of the CD+A Team will be coordinated with the different jurisdictions and agencies involved.

This task also includes some budget for CD+A's on-going responsibilities as the lead consultant in regards to project management. CD+A and other members of the Team use an open management approach in which communications between the consultants and the TAM's Project Manager will occur on an as-needed basis and supplemented by more formal status and management meetings as needed to efficiently move the project forward. Project status memoranda will be included with the monthly invoices that CD+A will forward to the Project Manager and can be followed-up with phone conferences as necessary.

Formation of T-PLUS Committee (Completed)

Developing Marin's TLC/HIP program will require a strong partnership between the TAM, local cities, the County, ABAG and MTC. The CD+A team will work with TAM staff to create a T-PLUS Advisory Committee, an advisory body to the TAM and CD+A team. This process will include determining the appropriate size, composition, and structure of the committee (and possible subcommittee). The committee will be charged with helping to develop the Marin TLC/HIP program by providing input on program guidelines, the project screening process and the project selection process. The committee will also advise the CD+A Team on the content of the "Best Practices Toolkit." The potential of establishing a subcommittee to focus on the more detailed formulation of the Marin TLC/HIP Program should be explored.

Representation of the T-PLUS Advisory Committee may come from the following agencies, organizations, and sectors:

- Marin Community Development Agency/Housing Assistance Team
- TAM Staff
- City Planning and Public Works Departments
- ABAG
- MTC
- Golden Gate Transit

- Caltrans
- SMART
- Neighborhood Representatives
- Advocacy Representatives (likely including: bicycle and pedestrian, affordable housing, environmental, development, and business interests).

In addition, the CD+A Team recommends that these meetings be open to the public so that other concerned citizens can listen to the discussion and provide input at the end of each meeting. Having an open and inclusive process will ensure that the program is widely accepted by the diverse constituencies within the county.

Task 1: Developing the Marin Countywide Transportation for Livable Communities/Housing Incentive Program

This project presents a unique opportunity to develop a funding program that can improve the quality of life for Marin. It encourages local governments, and developers, to think creatively about how to meet the needs of today – the need for affordable housing, reduced traffic congestion and improved environmental quality – while also maintaining the qualities that make Marin unique.

One key to long-term success of the program is to create a spirit of openness, collaboration, and flexibility. Another is to develop a program that is easy to administer, achieves the desired goals and creates measurable successes. The latter is an important component to ensure the longevity of the program.

This task describes the key components that should be included in developing the Marin County TLC/HIP program. The program will be developed in the first year of the project; however, the CD+A Team has assumed that administration of the program will occur in year two of the project. Trent Lethco of ARUP will take a lead role in this task, under overall direction from CD+A and the TAM Project Manager.

It is therefore important to achieve a broad-based buy-in for TOD/PeD in Marin County. This will require the education of and discussion with a diverse group of stakeholders and the general public that is addressed under Task 2.1 of this scope. Additionally, it will be important for Marin to coordinate with other counties that are likely to have similar conditions, such as Sonoma, Napa, and Solano Counties. The Consultant Team will conduct most of the work on this task in parallel to efforts related to Task 2.1, particularly the review of existing TOD/PeD policies and programs around the Bay Area.

1. Advisory Committee Meeting – Goals of the TLC/HIP Program (Completed Task)

Once the T-PLUS Advisory Committee is formed, Arup will participate in a meeting by introducing the TLC/HIP Program, in conjunction with CD+A and the TAM Staff's discussion of the broader efforts of the project. This will provide an opportunity for the CD+A team and TAM Staff to listen to the concerns and interests of involved parties, understand their role in the project and develop a list of program goals and principles. In addition, the committee will develop a common understanding of smart growth and TOD as it relates to Marin County. Definitions of these terms vary considerably from community to community and finding common ground will be critical to the success of the program. This information will also feed into the

development of program guidelines and selection criteria. The input related to the TLC/HIP Program will be coordinated with the other project needs for this committee meeting, which are described in Task 2.

2. Develop Program Guidelines (Completed Task)

The first step in the process will be to develop a series of program guidelines. These will be developed in conjunction with the Advisory Committee. While Arup will take the lead in this task – CD+A and Strategic Economics, will also have a role in applying their areas of expertise and local knowledge to the development of the program guidelines; as part of the County staffs efforts, Barbara Collins will provide focused input on affordable housing issues specific to Marin County. Ms. Collins will participate in a meeting with CD+A Team members to ‘brain storm’ concepts for the program guidelines, providing guidance about the potential for projects within Marin County to meet the criteria using her knowledge of the typical scale, development values, land costs, etc. of affordable housing development projects in Marin County. Ms. Collins will also provide review of drafts that are prepared by the Arup and the CD+A Team, and will be available by phone for other review and brainstorming input. Some of the program guidelines for the Marin County program could include:

- Environmental sustainability - Does the project sustain and enhance the environment in Marin County?
- Community partnership – Was there a collaborative planning process?
- Alternative modes – Does the project support walking, cycling, or transit use?
- High quality design – Does the design enhance the surrounding environment?
- Feasibility – Does the project require other funding or right of way acquisition?
- Project Readiness – What is the likelihood of success for a project?
- Land use – Does the project support a community’s infill or redevelopment activity?
- Other funding – what is HIP’s proportion of total funding local match, other grants and funding?

These and other criteria will be developed so that the TAM can screen project applications and so that local organizations know the types of projects that are eligible for funding.

3. Create Project Application

Once program criteria are selected, a project application form and process will be developed. The application should be easy to understand, provide the TAM with the information it needs to objectively evaluate and compare projects but yet allow for flexibility and creativity by the project sponsors. All program criteria will fit guidelines for the types of funds used for T-PLUS, including STP, CMAQ, TEA or other fund sources such as TDA Article 3. TAM staff will collaborate with Arup to develop project application using the regional MTC program applications as a template.

4. Set Program Funding Limits (Completed Task)

A critical component of this task is create appropriate financial incentives and funding limits to ensure that Marin County increases affordable housing and produces smart growth and transit-oriented plans. Strategic Economics, with their extensive experience on affordable housing and TOD, will take the lead on this task. The goal will be to balance the need to create positive incentives while also ensuring that a limited supply of funding achieves a maximum impact.

Input from Strategic Economics and Barbara Collins, as a part of County staff input, will be important in this part of the work Barbara Collins will advise the CD+A team as to the maximum program award limits and the eligible funding sources to use in this program. Barbara will also advise as to the appropriate level of local match requirements.

5. Establish and Conduct a Call-for-Projects

Coordinate and administer the local program, including a three-year HIP capital grant call for projects and a one-time TLC capital grant call for projects in Fall 2005. TAM will lead communication efforts (mailings, postage, meeting arrangements, etc.) between the CD+A Team and local stakeholders who may submit applications. The CD+A Team will provide all content related to the call for projects and jointly review applications with TAM staff and identify projects eligible to receive funding. It is assumed that TAM Staff will present the draft and final list of projects to the TAM Board for approval.

6. Develop a Presentation

Develop a presentation that covers both local and regional TLC and HIP program guidelines, application processes, requirements and deadlines. Arup and CD+A will conduct up to two local workshops for community groups, planning staff, and other stakeholders to provide assistance to these groups and local jurisdictions in the grant applications submittals process for the local TLC/HIP programs.

7. Identify Candidate Projects and Assist in Project Selection

Identify candidate projects for countywide and regional TLC/HIP funds. Arup will assist TAM staff in the identification of candidate projects.

Assist MTC in project selection, design review, project monitoring, control and delivery, and administrative support for the Regional TLC/HIP program and participate in MTC's CMA Transportation-Land Use Task Force for TLC/HIP and other related TPLUS issues.

Task 2: Smart Growth Policy Development and Program Implementation

Task 2.1: Develop Marin TOD/PeD "Best Practices" Toolkit

Other tasks included in the work program, such as the parking related research and recommendations, will be coordinated with this effort to allow the work to move forward efficiently.

The CD+A Team will work with TAM staff and the Advisory Committee to complete a locally relevant Transit-Oriented Development (TOD)/Pedestrian Design (PeD) "Best Practices" Toolkit that promotes and implements PeD concepts throughout the county and TOD near and adjacent to multi-modal transportation facilities, including mixed, higher-density land uses that would support and benefit from existing and planned transportation services and infrastructure. This work will include the following subtasks:

1. Review and Refine Approach and Scope for Preparing Toolkit (Completed Task)

In order to achieve the most efficient and effective approach the CD+A Team will meet with TAM Staff to establish a list of participants for the suggested Advisory Group and make refinements to the approach to this task.

Survey of Existing Resources and TOD/PeD Case Studies: There are many on-going planning efforts or recently adopted plans in Marin County, the Bay Area, and throughout the western United States that can serve as a solid foundation for this task. Members of the CD+A Team have had a lead role in many of these efforts; and will bring the knowledge and experience gained from this work, both in terms of templates to build from and methods for working with stakeholders, to achieve consensus around the issues of TOD/PeD, mixed-use, infill and housing policies. This work will include the review of studies from Santa Clara, San Mateo, Alameda and Solano counties. These resources will be reviewed with the Advisory Committee in the various committee meetings. These meetings are important as the participants in the Advisory Committee will represent a cross section of Marin's communities, as each community has its own context, ranging from rural to fairly dense mixed-use, and each community has a strong sense of individual identity.

Advisory Committee Meeting #1 – Review Approach and Scope for Preparing Toolkit:

This will be the first meeting of the Advisory Committee. So, it will begin with a review of the role and function of the T-PLUS Advisory Committee. CD+A, and other members of the Consultant Team, will review the overall approach and scope of the project, including the TLC/HIP Program, the TOD/PeD Best Practices Toolkit, and the Parking Standards Review and Update. This meeting will be coordinated with Task 1's needs for an initial meeting of the T-PLUS Advisory Committee.

Finalize Scope for this Task: The CD+A Team will work with TAM staff to refine where necessary and finalize the scope for this task.

2. Identify and Ratify TOD/PeD Principles for Marin County (Completed Task)

The CD+A Team will prepare an initial set of principles for achieving TOD/PeD in Marin County, and the key benefits these development and transportation concepts can bring to the county. This will initiate the education process and provide the opportunity to begin clarifying the relationship between the values of Marin County and the goals of this effort. The process will point to land use and transportation principles in Marin that are valued by the community and clarify the linkage between these principles and the values represented in the TOD/PeD Principles.

Advisory Committee Meeting #2: At this meeting the CD+A Team will review the initial set of TOD/PeD Principles and benefits with the Advisory Committee, and discuss the first set of public outreach meetings which will focus on the TOD/PeD Principles and benefits, as well as a review of the overall goals and scope of the FY 2003/04 T-PLUS Program.

Public Workshop or Focus Group Meetings (2): Two public workshops or focus group meetings will be held. Each workshop or focus group meeting will encompass a strong educational component that addresses TOD/PeD principles for Marin County, and the key benefits these development and transportation concepts can bring to the county. During these workshops or focus group meetings, participants will be given the opportunity to comment on

the presented principals and concepts in a group discussion. CD+A will create a summary of workshop or focus group meeting comments.

“Ratification” of Principles: The CD+A Team recommends that the Draft Principles be taken to the TAM Board for their review and comment, and that this been done prior to the team and the Advisory Committee progressing too far with the drafting of the TOD/PeD Fundamentals which will be the core element of the Toolkit. We will work with staff to define the methodology for the “ratification” process, but it should involve members of the Advisory Committee so it is clear that this is a community and stakeholder based process.

3. Define the Fundamentals of TOD/PeD for Marin County (Completed Task)

The TOD/PeD Fundamentals will define the standards and guidelines for TOD/PeD – community structure, multi-modal street network and corridor design, site planning, building and open space design, etc. This work will draw from the same example documents and case studies that were used as a starting point for the TOD/PeD Principles, as well as additional sources for “best practices” standards, such as model codes, pedestrian improvement, and safety standards, etc. The development of the Fundamentals will also include the development of measurable “benchmarks” that reflect the principles and potential benefits that were identified earlier.

The CD+A Team will work with the TAM, elected officials, the Advisory Committee, and other stakeholders from different parts of the county to ensure that the TOD/PeD Fundamentals for Marin County reflect the unique conditions in and differences between these areas. Concepts that may work in San Rafael may not at all work in West Marin, and what works in Novato may not be appropriate in Mill Valley, yet, there should be opportunities for ‘smarter growth’ of some kind in all areas.

Preparation of Draft Fundamental “Best Practices” and “Benchmarks”: The CD+A Team will work with TAM staff and then the Advisory Committee (**AC Meeting #3**) to develop an annotated outline for the Fundamentals document. The CD+A Team will then draft sections of the Fundamentals document and review these at a set of two Advisory Committee meetings with the first meeting using a day-long workshop format and starting with a field trip to visit locations in Marin County that represent the challenges and successes of achieving the Fundamentals of TOD/PeD (**AC Meetings #4 and #5**). The field trip will form the basis of a “tour booklet” that can be distributed to the public as an educational tool.

Prepare Final Draft Fundamentals Document: The CD+A Team will work with TAM staff to integrate feedback from the public workshops into an Advisory Committee Draft of the Fundamentals document. This draft will be distributed to the Advisory Committee two weeks prior to **AC Meeting #6**. During this meeting the Committee will provide the consultants and staff with their recommendations on revisions to the Final Draft Fundamentals Document.

4. Conduct Outreach to Staff and Commissions in all Local Jurisdictions

Working in coordination with the City Manager Offices of each jurisdiction in Marin, the CD+A Team will conduct outreach meetings with local representatives designated by the respective City Manager (such representatives may include heads or staff from planning, transportation, and public works departments, planning and transportation commissioners, City Council members, and others as appropriate). The meetings are intended to:

1. Provide background information about the T-PLUS Program and to educate participants about the program's goals and principles as well as TOD/PeD concepts;
2. Solicit input on the proposed content and organization of the toolkit;
3. Solicit input on implementation steps related to policies and tools described in the toolkit and,
4. Generate local support for future use of the toolkit.

CD+A and appropriate additional Team members will meet with local representatives and representatives from the unincorporated areas of the county. The draft meeting schedule below outlines how jurisdictions may be grouped into joint meetings. This is intended to make the outreach effort as efficient and focused as possible. The suggested schedule can be refined during future adjustments to this draft work program. At this point the CD+A Team assumes the attendance of up to 10 meetings.

1. Belvedere, Tiburon (1 meeting)
2. Sausalito (1 meeting);
3. Mill Valley (1 meeting);
4. San Rafael (1 meeting);
5. Novato (1 meeting);
6. Fairfax (1 meeting);
7. San Anselmo, Ross (1 meeting);
8. Corte Madera (1 meeting)
9. Larkspur (1 meeting); and,
10. The unincorporated areas (1 meeting for western communities and other unincorporated areas in proximity to urbanized cities and towns).

The CD+A Team is available to conduct additional outreach meetings should these be desired. Such additional meetings would be billed against the project contingency.

In addition, the CD+A Team will document the results of each meeting and work with TAM staff to create an overview of the received input. This input will then establish the direction for remaining work on the toolkit, including its content and organization.

5. Marin T-PLUS Advisory Committee Meetings

As part of the continued work on the toolkit, the CD+A Team will conduct up to 6 additional meetings with the T-PLUS Advisory Committee. The first meeting will be held before the outreach efforts described in the previous subtask to update the Advisory Committee on the next steps of the toolkit development and to solicit their participation in the local jurisdiction outreach process.

Subsequent meetings of the Advisory Committee will review the input from the local jurisdictions and review and comment on the development of the draft toolkit before a final draft is recommended for acceptance by the TAM.

The CD+A Team is available to conduct additional AC Meetings should these be desired. Such additional meetings would be billed against the set-aside contingency.

6. TAM Board Meetings

As part of the continued work on the toolkit, the CD+A Team will conduct 3 additional meetings with the TAM Board. The first meeting will be held following the jurisdiction outreach. During this meeting the TAM Board will have an opportunity to review and comment on the received input and to make recommendations regarding the content and organization of the toolkit.

The second TAM Board Meeting will occur after a full draft of the toolkit has been reviewed by TAM Staff and the AC. The draft toolkit will be reviewed and commented on at the second TAM Board meeting. The third TAM Board meeting will review the revised final draft toolkit for acceptance.

The CD+A Team is available to attend further TAM Board meetings should these be desired. Such additional meetings would be billed against the project contingency.

7. Parking Policy Implementation

In addition to the local jurisdiction outreach effort on the toolkit, Nelson\Nygaard will conduct a series of related workshops or training sessions regarding the parking standards issues. The aim will be to engage local jurisdictions in discussions regarding the implementation of zoning changes and other TOD/PeD supportive parking policy measures. These sessions will provide an opportunity to focus exclusively on parking and take account of the issues raised in the broader outreach efforts.

The budget assumes a total of 10 sessions. These might be staff-level workshops, Planning Commission work sessions, or broader events with staff, Commissioners, developers and community representatives. (The budget assumes that these would be organized by the local jurisdiction like the local jurisdiction outreach for the toolkit.) This task provides opportunities for efficiencies and coordination of content with respect to Nelson\Nygaard's work on the Short Range Transit Plan (SRTP), which will also include outreach to Marin's jurisdictions in defining the future core transit network.

For each local jurisdiction, Nelson\Nygaard would prepare a briefing packet and presentation, including:

- Current parking requirements and zoning policies.
- Potential parking strategies and local opportunities for implementation.
- Maps of local vehicle ownership and commute mode share data based on US census information, which can be used to recommend appropriate numerical standards.

In addition, Nelson\Nygaard will prepare a document that summarizes the outcomes of each session.

8. Overcoming the Barriers – Implementation Steps for TOD/PeD in Marin County

The TOD/PeD “Best Practices” Toolkit will include a set of recommended implementation steps and practices to overcome the barriers to TOD/PeD in Marin County. While many smart growth and best practices documents include an implementation section, the unique opportunity of Marin’s T-PLUS effort is that this section of the document will also describe the initial work program for the following two years of MTC’s funding of the T-PLUS effort.

Identify Regional, Countywide, and Local Implementation Steps: The CD+A Team will work with TAM staff, MTC and ABAG staff, as well as key local staff and staff from related state and regional agencies to define the public sector steps that can be taken to move forward with smart growth in Marin County. The CD+A Team will also work with stakeholder groups, including business and development groups to identify private sector steps that can also be taken.

9. Prepare Draft and Final TOD/PeD “Best Practices” Toolkit

Prepare and Review Initial and Draft Final Document: The CD+A Team, with input and direction from TAM staff, will prepare an initial and final draft TOD/PeD Toolkit for presentation to the TAM Board for their review and comment. We have budgeted for team member attendance at two TAM Board hearings.

Prepare Final Document: Based on TAM Board input, the CD+A Team will prepare the Final TOD/PeD Toolkit (delivered in digital format, at a minimum Acrobat pdf files will be provided one at screen-level quality and one suitable for printing). Original ‘Quark’ or ‘InDesign’ files can also be provided at the choice of the TAM.

Prepare Summary ‘PowerPoint’ Presentation: The CD+A Team will prepare a summary PowerPoint presentation that can be used for continued educational efforts. It will be a summary of other PowerPoint presentations prepared previously for workshops and key meetings.

Task 2.2: Coordination with Regional Transportation & Land Use and TOD Planning Efforts

Attendance of MTC’s Transportation and Land Use Task Force Meetings

The Metropolitan Transportation Commission (MTC) is in the process of amending the language of Resolution 3434 that would “condition the allocation of regional discretionary funds under MTC’s control, provided by Resolution 3434, on supportive land use policies for station areas and corridors included in the region’s transit expansion program. The intent of this regional TOD policy is to improve the cost-effectiveness of regional investment in new transit expansions and to encourage transportation agencies, local jurisdictions, and the private sector to work together to create development patterns that are more supportive of transit” (from “Regional TOD Policy - Preliminary Draft, MTC, 11/03/04). MTC is also in the process of creating a Station Area Planning Program and attendant Station Area Planning Guidelines. This program is still in the draft stages and MTC is seeking input from counties and jurisdictions on the proposed TOD policies and program guidelines.

CD+A will attend up to 8 TLU Task Force meetings and represent the TAM's interests during these meetings as directed by TAM staff. After each meeting CD+A will prepare summaries of key comments and results to keep TAM staff abreast of critical developments. If requested by TAM staff the CD+A Team will also provide their expert opinion on items of discussion. CD+A will attend additional meetings at the TAM's request; these would be billed against the project contingency.

Task 2.3: Parking Standards Review and Opportunity Assessment (Completed Task)

Toolbox Review. Drawing on existing resources such as the VTA Best Practices Guide, Nelson\Nygaard's Housing Shortage/Parking Surplus Report, and US EPA's Parking Alternatives handbook, Nelson\Nygaard (N\N) will draw up a menu of potential parking strategies that can be implemented through local zoning codes. N\N will briefly summarize the conditions that are required for these strategies to be successful in Marin County (e.g. presence of frequent transit, or mixed use development).

Parking Standards Inventory. Nelson\Nygaard will contact the towns and cities in Marin County to obtain details of the parking provisions in their current zoning ordinances, and the timeline for any possible future update. N\N will also obtain the latest draft County standards being developed through the Countywide Plan Update. N\N will provide a summary matrix of the number of spaces required in each jurisdiction for key uses, such as single- and multi-family residential, general office, and retail; and mixed-use standards to the extent they exist. N\N will also document any provisions for reducing these base requirements, for example through overlay zones or shared parking.

Opportunities for Action. N\N will provide a matrix summarizing opportunities to implement each of the strategies identified in the Toolbox Review. For each local jurisdiction, this will identify whether the strategy has already been implemented, has potential to be successful (in the entire local jurisdiction, in a specific sub-area or for particular projects), or is unlikely to be appropriate. An accompanying narrative will provide recommendations for implementation for the most promising strategies.

N\N will summarize the results of this task in a Technical Memorandum.

Task 2.4: Integration of T-PLUS Principles into General Plan Policy Documents (Contingency Task)

The TOD/PeD Toolkit is likely to recommend an increased role of the County and TAM in the process of integrating transportation and land use planning in Marin. One possible implementation step would be the integration of the toolkit's and local General Plans' TOD and PeD-related transportation, land use planning, and design concepts into the next iteration of these policy documents.

Work for this task will include the preparation of draft recommendations for the integration of transportation and land use principles into policy documents developed by the Marin County Transit District, Golden Gate Transit, and TAM, including but not limited to the Congestion Management Program and local and regional Short-Range Transit Plans. The draft recommendations will be presented to staff for review and revised for a presentation (by staff) to the TAM Board.

If desired, the CD+A Team will further assist TAM staff with the integration process beyond the TAM Board meeting.

CD+A Team members work in this task will be billed against the project contingency, with more specific work orders describing scope and budget to be prepared for approval prior to undertaking work on this task.

Task 2.5: Assist in Regional/Multi-County Smart Growth Education Programs (Contingency Task)

The CD+A will assist TAM staff in their work with MTC and other CMAs to assist in development of, and local participation in, regional and/or multi-county conferences/workshops/training to foster, encourage, and implement Smart Growth and TOD programs, plans, and projects.

Any efforts in this Task will be funded through the set aside contingency once TAM staff has approved a Work Program defining a specific scope and budget. The CD+A Team can provide the TAM and other involved stakeholders with an initial list of opportunities for active and passive participation in regional/multi-jurisdictional conferences, workshops, or training programs. The CD+A Team can provide updates to this initial agenda of opportunities. In working with the TAM, local jurisdictions, and other stakeholders the CD+A Team can also provide a matrix of suggested matches between conferences, workshops, training programs, and other events related to smart growth, and linkages between land use and transportation planning and the particular persons that would be best suited or benefit most from participation in the respective event.

In coordination with TAM staff, the CD+A Team will explore how the TAM's education efforts can potentially be coordinated with organizations such as the Local Governments Commission, Greenbelt Alliance, Urban Ecology, Transportation and Land Use Coalition (TALC), and other organizations that participate in and conduct events related to smart growth and TOD/PeD subjects.

EXHIBIT "B-1"

COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

Community Design + Architecture Consulting Team

Summary Budget

Marin County TAM - Transportation-Land Use Work Program (2nd Funding Cycle)

	CD+A	Strategic Economics	Nelson Nygaard
Task 0: Refine Proposed Work Program and On-going Project Management	\$ 6,990.00	\$ 740.00	\$ 960.00
Formation of T-PLUS Committee	TASK COMPLETED		
Task 1: Local TLC/HIP Program	\$ 3,835.00	\$ -	\$ -
1. Advisory Committee Mtg. - Goals of the TLC/HIP Program	TASK COMPLETED		
2. Develop Rprogram Guidelines	TASK COMPLETED		
3. Create Project Application	\$ -	\$ -	\$ -
4. Set Program Funding Limits	TASK COMPLETED		
5. Establish and Conduct a Call-for-Projects	\$ -	\$ -	\$ -
6. Develop a Presentation	\$ 1,600.00	\$ -	\$ -
7. Identify Candidate Projects and Assist in Project Selection	\$ 2,235.00	\$ -	\$ -
Task 2: Smart Growth Policy Development and Program Implementation			
Task 2.1: Develop Marin TOD/PeD "Best Practices" Toolkit	\$ 34,245.00	\$ 12,410.00	\$ 25,200.00
1. Review and Refine Approach and Scope for Preparing Toolkit	TASK COMPLETED		
2. Identify and Ratify TOD/PeD Principles for Marin County	TASK COMPLETED		
3. Define the Fundamentals of TOD/PeD for Marin County	TASK COMPLETED		
4. Conduct Outreach to Staff and Commissions in all Local Jurisdictions	\$ 14,500.00	\$ 5,130.00	\$ -
5. Marin T-PLUS Advisory Committee Meetings	\$ 5,460.00	\$ 1,140.00	\$ 960.00
6. TAM Board Meetings	\$ 3,195.00	\$ 340.00	\$ 960.00
7. Parking Policy Implementation	\$ 1,285.00	\$ -	\$ 21,160.00
8. Overcoming the Barriers – Implementation Steps for TOD/PeD in Marin County	\$ 1,845.00	\$ 3,320.00	\$ -
9. Prepare Draft and Final TOD/PeD "Best Practices" Toolkit	\$ 7,960.00	\$ 2,480.00	\$ 2,120.00
Task 2.2: Coordination with Regional Transportation & Land Use and TOD Planning Efforts	\$ 2,960.00	\$ -	\$ -
Attendance of MTC's Transportation and Land Use Task Force Meetings			
Task 2.3: Parking Standards Review and Opportunity Assessment	TASK COMPLETED		
Task 2.4: Integration of T-PLUS Principles into Countywide Policy Documents (Contingency)	\$ -	\$ -	\$ -
Task 2.5: Assist in Regional/Multi-County Smart Growth Education Programs (Contingency)	\$ -	\$ -	\$ -
Total Task 2	\$ 37,205.00	\$ 12,410.00	\$ 25,200.00
TOTAL ALL TASKS	\$ 48,030.00	\$ 13,150.00	\$ 26,160.00
Consultant Mark-up (2.0%)	\$ 1,182.52		
TOTAL ALL NON-CONTINGENCY TASKS	\$ 49,212.52	\$ 13,150.00	\$ 26,160.00

EXHIBIT "B-1"
COMPENSATION OR FEES
TO BE PAID TO CONTRACTOR

April 21, 2005

	TOTAL (Both Cycles)	REMAINING (1st Cycle)	REQUEST (2nd Cycle)
\$	9,762.00	\$ 284.46	\$ 9,477.54
\$	16,683.00	\$ 582.09	\$ 16,100.91
\$	2,760.00	\$ -	\$ 2,760.00
\$	2,916.00	\$ -	\$ 2,916.00
\$	6,896.00	\$ -	\$ 6,896.00
\$	4,111.00	\$ -	\$ 4,111.00
\$	77,751.00	\$ 7,486.33	\$ 70,264.67
\$	19,630.00	\$ -	\$ 19,630.00
\$	8,096.00	\$ -	\$ 8,096.00
\$	5,031.00	\$ -	\$ 5,031.00
\$	22,445.00	\$ -	\$ 22,445.00
\$	7,309.00	\$ 5,812.15	\$ 1,496.85
\$	15,240.00	\$ 1,674.18	\$ 13,565.82
\$	2,960.00	\$ -	\$ 2,960.00
\$	-	\$ -	\$ -
\$	-	\$ -	\$ -
\$	80,711.00	\$ 7,486.33	\$ 73,224.67
\$	107,156.00	\$ 8,352.88	\$ 98,803.12
\$	108,338.52	\$ 8,352.88	\$ 99,985.64
BUDGET FOR CONTINGENCY TASKS	\$		5,014.36
TOTAL BUDGET	\$		105,000.00